

# Concerns over Assessment Results

(Following a College Board, Upgrade Panel or Viva Meeting)

Have your final results been published?

YES

NO

Make sure you have **read the Appeal Procedure and guidelines** on the College website

**Wait until your results are confirmed.** Discuss unconfirmed results with your Course Tutor, Personal Advisor, Programme Director, the Academic Coordinator, Supervisor or Director of Graduate Studies as appropriate

Do you have **grounds for appeal**?

NO

YES

Follow the **Academic Appeal Procedure for Students Flowchart**

If you still have concerns, the **Education and Welfare Office** (Students' Union) can answer most queries or advise you who to contact

Do you want to know whether your **extenuating circumstances** were considered by the Examiners?

Do you suspect that there has been an **administrative error** in calculating or recording your results?

Do you **not understand why** you have received a certain result/outcome?

Do you think you may wish to make a **complaint**?

Speak with your **department/school**. Their decision is considered academic judgement and therefore cannot be appealed

Speak with your **department/school** informally so that the accuracy of your results can be checked

Speak with your **Course Tutor, Personal Advisor, Programme Director, Academic Coordinator, Supervisor or Director of Graduate Studies as appropriate**. You cannot appeal against the academic judgement of examiners

Read the **Complaints Procedure** and guidance and discuss your concerns with the **Students' Union**